

6-2

Work Order Maintenance: Merging Work Orders

Objective

Merge Two Work Orders

Merging Work Orders

Occasionally, the DOT will determine that the funding source for two or more work orders on a contract should be merged, in order to simplify the record keeping for the Resident Engineer Office.

To merge two work orders, do the following:

- Step 1:** Log onto HiCAMS, using the instructions in the section “HiCAMS Getting Started.”
- Step 2:** Select **Work Order Maintenance** from the **Functions** menu; then select **Merge Work Order** from the sub-menu that appears.

The Contract Work Order Merge window displays:

Line Item	Contract Mod	Description	Non-Participating	Quantity	Unit Price	Amount

Line Item	Contract Mod	Description	Non-Participating	Premerge Quantity	Postmerge Quantity	Unit Price	Postmerge Amount

- Step 3:** Click the book icon to the right of the *Contract* field.



The **Contract Selection** window displays:

Contract	Work Order	TIP Number	Description	Contractor
C102994	81500605	U-2003AA	GRADING, DRAINAGE, PAVING, PVMT MARKING	ADAMS CONSTRUCTION
C103030	6499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVE	ADAMS CONSTRUCTION
C103144	8T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION
C103339	8T491804	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION
C103340	81501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS. VARIOUS L	ADAMS CONSTRUCTION
C103357	8T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click the corresponding column title.

Step 4: To display only those contracts with a particular status, select appropriately from the list box in the Status field.

By default, the contracts displayed in the window are those associated with your office.

Step 5: To select a contract from another location, select it from the list box in the Location field.

Tip: You can also choose the option All, to display all available contracts that have been authorized or activated.

Step 6: Locate the contract to select from the list in the window, using the scroll bar, if necessary.

Step 7: Click **OK**.

The Contract Work Order Merge window displays.

Step 8: Click the down arrow button adjacent to the *Source Work Order* field and select the work order number to merge into another (destination) work order.



The Line Items associated with the selected work order appear in rows under the *Source Work Order* field.

Note: *These Line Items are for information purposes only. You cannot merge individual Line Items from the source work order with the Line Items in the destination work order.*

*When a work order is merged, **all** of the Line Items associated with both the source and the destination work order are merged.*

Step 9: Click the down arrow button adjacent to the *Destination Work Order* field and select the work order number to merge the source work order.



The Line Items associated with the selected work order appear in rows under the *Destination Work Order* field:

Contract Work Order Merge (C104837) Status: Active

Contract: C104837 Contractor: Description: WIDENING, RESURFACING, SHLDR RECONST & PVMT MARKINGS.

Source Work Order: 7.3371105 6 % Source Redistribution

Line Item	Contract Mod	Description	Non-Participating	Quantity	Unit Price	Amount
1		MOB		0.02	\$40,000.00	\$720.00
2		INC S		0.00	\$21.00	\$0.00
3		SHDR REC		0.00	\$650.00	\$0.00
4		AC		24.00	\$150.00	\$3,600.00

Destination Work Order: 7.3311105 94 % Destination Redistribution

Line Item	Contract Mod	Description	Non-Participating	Premerge Quantity	Postmerge Quantity	Unit Price	Postmerge Amount
1		MOB		0.25	0.27	\$40,000.00	\$10,880.00
2		INC S		200.00	200.00	\$21.00	\$4,200.00
3		SHDR REC		32.30	32.30	\$650.00	\$20,995.00
4		AC		326.00	350.00	\$150.00	\$52,500.00

The system places default percentage values in the *% Source Redistribution* and *% Destination Redistribution* fields.

These values indicate the actual percentage of the total work represented by the source and destination work orders. The system inserts default percentages based on the quantities and total amounts of the original contract line items in each of the two work orders.

Note: *Original contract line items are contract line items that were **not** created via a contract modification.*

Step 10: If there is a contractor need to change the redistribution percentages that the system inserted, click in the *% Source*

Redistribution field and the *% Destination Redistribution* field and type the appropriate numbers in these fields.

Note: *When added together, these two numbers must total 100. The corresponding % Source Redistribution or % Destination Redistribution default in such a way that these numbers total 100, depending on which field you populate in this step.*

Step 11: Click the **Save** button on the toolbar.



The two work orders are merged in the HiCAMS system.